**Created by:** MCDAC
**Adopted:** MCDAC, 01/29/10
**Revised:** 11/02/09
**Replaces:** MOBIUS Master Record Priority (2002)

**Purpose of the policy:** The INN-Reach Catalog is designed so that one bibliographic record from one of the contributing sites serves as the INN-Reach Catalog's "master" bibliographic record. The site that contributes that record is considered the "owner" of the record. Holdings information from other sites that have the same OCLC number display with the master bibliographic record, including local Call Numbers, Shelving Locations, and Circulation Status.

The master bibliographic record represents one of the contributed records from one of the participating sites. As records are transmitted to the INN-Reach Catalog from the Local Servers, the INN-Reach Central Server matches them with other records already in the database. When two or more copies of the same record are sent to the INN-Reach Catalog, the system determines which bibliographic record to use as the master bibliographic record. This policy outlines the priority by which the master record is selected.

**Background:** The rules for Master Record Priority were established at implementation and continues to outline the rules by which the master record in the MOBIUS Union Catalog is selected.

**Content of the policy**:

The determination of a master record is based upon the Encoding Level (MARC Leader Byte 17) and the Library Load Priority Table as follows:

1. If the incoming bibliographic record has a higher Encoding Level than the existing record, the incoming record replaces the existing record.

2. If the incoming record has a lower Encoding Level, the existing record is retained, and an institution field (945) for the incoming library record is added to the existing record.

3. If the Encoding Level is the same, or in the same Encoding Group (described below), the INN-Reach Central Server consults the Library Load Priority Table to determine if the incoming record should replace the existing record. If the Library Load Priority Level of the incoming record is higher, the existing record is replaced (overlaid). If the Priority Level of the incoming library is lower, an institution field (945) is added to the master bibliographic record for the site. If the Priority Levels are the same, the record entered on the system first is retained as the master bibliographic record, and an institution field for the later entry is added to the master bibliographic record.

Each site is assigned a load priority number used only for determining which of two records with equal Encoding Levels should be loaded as the master bibliographic record. Libraries may each have a distinct Priority Number, may all have the same Priority Number, or some libraries may be grouped under the same Priority Number.

| MOBIUS Load Priority Table | Notes |
|---|---|
| Priority 1 MERLIN, SLU | To ensure retention of MESH subject headings. When 2 libraries have the same encoding level and the same priority, first come, first served. |
| Priority 2 Wash U | To ensure retention of quality serial records. |
| Priority 3 All other clusters | When 2 libraries have the same encoding level and the same priority, first come, first served. |

Encoding Levels are grouped, with some Levels considered equal. For example, Encoding Levels 5 (partial level) and 7 (minimal level) have equal load value in the table below. The following Encoding Levels and Encoding Groups encompass both standard codes found in US MARC and codes defined by OCLC. The list begins with the highest level first, i.e., group 10.

The Encoding Level is extracted from byte 17 of the MARC Leader. This data displays on local records when the 008 field is expanded in the **EDITING SPECIAL-VARIABLE LENGTH FIELDS** function described in the *Millennium Guide* Page # 106214

| **Library Load Priority Encoding Levels** | | |
|---|---|---|
| Encoding Group | Encoding Level | Meaning |
| 10 | (blank) | Full Level |
| 9 | I | Full Level in put by an OCLC Library |
| | 4 | Core level |
| 8 | 1 | Full Level, material not examined |
| 7 | L | Non-LC & non-NLM loaded from tape |
| 6 | K | Less than full input by an OCLC Library |
| | J | Record deleted by LC from MARC file |
| | 2 | Less than full level |
| | M | Less than full level, tape loaded |
| 5 | 8 | CIP prepublicatioin data |
| 4 | 5 | Partial level |
| | 7 | Minimal level |
| 3 | E | System-identified error in LC MARC record |
| | W | Warning, possible error in LC MARc record |
| | 3 | Abbreviated level |
| 2 | U | Unknown |
| | Z | Not applicable |

**Compliance:** The rules which define the master record are static and thus all members are in compliance by default.

**Forms:** N/A

**Related documents:** N/A